



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: Public and Nonpublic Secondary School Principals

FROM: Stan Johnson

RE: College Preparatory Studies Certificate (CPSC)

**NO guidelines or order forms are mailed to the schools.**

The CPSC current criteria and order form can be reviewed and printed from the DESE web site: [dese.mo.gov/divimprove/curriculum/collegeprep/](http://dese.mo.gov/divimprove/curriculum/collegeprep/).

Students earning this certificate deserve recognition for their academic attainment and may be eligible for financial awards from some Missouri institutions of higher education. On July 1, 2006, the USDE declared that a student who qualifies for the Pell Grant and has earned a Missouri College Preparatory Studies Certificate will be eligible for the Academic Competitiveness Grant (AC).

Also on the DESE web site is the form on which you are to certify the number of students qualifying. Please check all students' records carefully to be sure they qualify. Print and complete the certification order form, acquire the necessary signatures, and forward to my office for processing, either by mail or fax. A College Preparatory Studies Certificate will be sent for each graduate you have certified as meeting the requirements. Please advise your counselor(s) to submit their order(s) in a timely manner to ensure delivery before your graduation ceremony. Certificates will be mailed to the high school principal's office between the first of April and the end of June. After the first of April, it normally takes less than a week to receive the certificates.

Each year, several calls or letters are received requesting a waiver (or reinterpretation) of the requirements because an academically excellent student for some reason has not fulfilled all of the requirements for the certificate. I regret that we cannot honor those requests. Also, calls are received to raise the qualifications, but because the certificate is awarded by the state, local schools may not modify requirements for students to qualify for the certificate.

If you have any questions about the requirements or the procedures, please contact my office.